



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: **HYA-CONS-04-09**

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Consular Investigative Clerk in the Consular Section.**

**Applicants must apply on Form HR-01 (Application form for Employment) and specify vacancy announcement number HYA-CONS-04-09. Applications not completed on Form HR-01, or without reference to a specific vacancy number, will not be accepted. Only completed forms will be accepted. (Refer to application procedures below.)**

**Only applicants who are selected for the interview will be contacted.**

**OPEN TO:** All Interested Candidates

**POSITION:** Consular Investigations Clerk FSN-1430-06, HYA-301004  
(Personal Services Agreement)

**OPENING DATE:** March 07, 2009

**CLOSING DATE:** March 21, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** Not Ordinarily Resident: Grade: FP-8  
Ordinarily Resident: Grade: FSN-6\*

\*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION MAY NOT BE ACCEPTED.**

## **BASIC FUNCTION OF POSITION**

- Performs moderately difficult clerical work relating to consular investigations.
- Assists investigators and officers in preparing reports to forward to the U.S. Department of Homeland Security (DHS) for adjudication.
- Bears primary responsibility for maintaining lists of all Fraud Prevention Unit (FPU) H&L visa files, for tracking the location of anti-fraud files, and for preparing statistical reports of FPU activities.
- Maintains any other files as directed by American officers.
- Bears primary responsibility for arranging logistics of consular investigative trips.
- Assists in the preparation of case summaries of field investigations.
- Assists NIV unit with basic consular work as required.

## **Qualification required for Effective Performance:**

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|---------------------------|--|
| 1. Education:             | Minimum Bachelors Degree   |
| 2. Prior Work Experience: | One to two years of office clerical and/or secretarial work  |
| 3. Language Proficiency:  | Level 3 (professional proficiency) in English.<br>Level 3 (professional proficiency) in Telugu or Hindi/Urdu.<br>Must be able to speak, read and write.  |
| 4. Skills and Abilities:  | Able to organize and maintain records.<br>Able to use and maintain Microsoft Windows-based computer systems, databases, and software applications such as MS-Word, EXCEL, ACCESS, Power Point, e-mail and CD-ROM applications.<br>Able to conduct telephone enquiries. |

## **SELECTION PROCESS**

Qualified Eligible Family Members of Mission India employees and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflicts of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold an FMA appointment are ineligible to apply for the advertised positions within the first 90 calendar days of that appointment.

#### **TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01 (Rev 05/04), available online at: **[http://hyderabad.usconsulate.gov/job\\_opportunities.html](http://hyderabad.usconsulate.gov/job_opportunities.html)** or **[http://newdelhi.usembassy.gov/job\\_opportunities.html](http://newdelhi.usembassy.gov/job_opportunities.html)**
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of form DD-214 with their application

#### **SUBMIT APPLICATION TO:**

**By Mail:** Human Resources Office  
American Consulate General Hyderabad  
Paigah Palace  
1-8-323, Chiran Fort Lane  
Begumpet, Secunderabad-500 003  
Andhra Pradesh, INDIA

or

**By E-mail:** [HyderabadVacancies@state.gov](mailto:HyderabadVacancies@state.gov)

Please insert **"HYA-CONS-04-09"** (Vacancy Announcement Number) in the subject line of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number may not be considered.

#### **DEFINITIONS**

1. **EFM:** US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**All applications for this announcement must be received by the Human Resources Office by close of business March 21, 2009.**

Cleared by: CO - MLeoni  
Approved by: MO - WHBoyle

AN EQUAL OPPORTUNITY EMPLOYER